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Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Director, Collection & Dissemination DATE: 30 March 1953
THRU : CIA Top Secret Control Officer
FROM : Organization & Methods Service
SUBJECT: Follow-Up Report on CIA Top Secret Control System

1. PROBLEM: Review of accomplishments to date and determination of actions necessary to complete installation of a uniform and effective control system throughout CIA.
2. FACTS BEARING ON THE PROBLEM:
 - a. A final report addressed to the AD/CD was submitted to the CIA Top Secret Control Officer in May 1952 and was preceded by seventeen reports covering 26 individual Top Secret Control Areas and Sub-Station.
 - b. Successively, thereafter, meetings were held between this office, CIA Top Secret Control Officer, Chief of the Documents Branch/OCD, and the Central Top Secret Control Officer, at which the recommendations contained in above reports were accepted in principle and methods of implementing same were developed. Office of Inspection and Security representatives attended meetings upon request and approved recommendations regarding security. They were tendered copies of all reports and requested to take appropriate actions on security hazards listed therein.

Of the twelve recommendations in the final report regarding general problems that are common to all Areas, six have been implemented, three have been partially accomplished, two will be solved by the system proposed herein, and one (backing of TS documents with a heavy sheet for physical security in frequent handling) has resulted in no action to date.

Problems unique to individual Areas have been solved, will be solved by the proposed system, or are of an administrative nature requiring action by the Area concerned. Those problems in the latter category will be called to the attention of the Areas concerned by the Chief of the Documents Branch/OCD, and action will be left to their discretion.

- c. Area Top Secret Control Officers attended a meeting in September to discuss the control system proposed in the final report. Agreement was reached that a "Pilot Test" of the system would be run in selected Areas as soon as the required forms could be printed.

~~Document No.~~
~~NO CHANGE in Class~~

CLASS: CHANGE

ADA REG. 77/1763

By: ~~John M. [illegible]~~

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"Pilot Test" was begun 5 January 1953 in five Areas: Central Top Secret Control Office, Office of Operations, Office of Procurement and Supply, Office of Scientific Intelligence, and Technical Services Staff. After two months' trial, two Areas favored adoption, two Areas opposed adoption, and Central Top Secret Control considered that some features of the proposal should be retained but not its entirety.

The one objection to the proposed system which was common to all "test" Areas and which cannot be overcome is that it takes at least twice as long to process documents. The objective, of course, is to reduce man-hours required and at the same time provide tighter controls and a simple means of inventory.

3. ASSUMPTIONS: Development of plans and procedures has proceeded on the assumption that the primary objectives of the AD/CD and the CIA Top Secret Control Officer are (a) control of documents transmitted from an Area to any other control station, and (b) a method for inventory of all TS documents for which CIA is responsible.

Accordingly, the system proposed herein is limited to these two objectives. It does not establish a uniform control system within the Areas. Advice and recommendations have been given upon request, and it is believed that the first inventory of documents will result in additional opportunities to assist Areas in setting up more effective internal controls.

4. DISCUSSION: The "pilot test" of the proposed control system leads the examiner to the conclusion that this system is too complex for practicability because it attempts to provide control not only of the movement of documents outside Areas but internal Area controls as well. Inasmuch as Area control officers have other routine duties as well, those Areas with a volume of Top Secret material would find the system burdensome rather than helpful. If we establish uniform control directives within Areas, it becomes too inflexible to deal with the unique problems of Areas.
5. CONCLUSIONS: The "pilot test" proposed system should be abandoned as being too comprehensive and too expensive for agency-wide adoption.

Attached as Annex A is an alternative proposal, which has been discussed with various Areas and has been devised with the assistance of OCD machine methods personnel. This system was developed from a proposal submitted by the Central Top Secret Control

Officer who should be highly commended for his proposal as well as for his whole-hearted cooperation in the entire survey. The Chief of the Documents Branch has also been very cooperative and has been largely instrumental in implementing recommendations contained in this final report.

Monetary savings which would result immediately from adoption of the proposal at Annex A would be release of the full-time of a GS-4, \$3175, for inventory and other work which has necessitated overtime. Other savings will result in the Areas through elimination of the submission of weekly TS logs to the Central Top Secret Control Office.

6. ACTION RECOMMENDED:

- a. Install agency-wide the control system proposed as Annex A.
- b. Conduct inventory three months after date of installation, and periodically thereafter.
- c. Visit Areas after first inventory and advise adoption internally of a card system of control to provide flexibility of records and simpler inventory methods.
- d. Issue new Top Secret Guide, incorporating CIA Regulations on handling Top Secret material, and other pertinent guidance, to be prepared by the Chief, Documents Branch, OCD, with assistance from Organization and Methods Service.
- e. Follow-up by the Chief, Documents Branch, OCD, on general and unique problems requiring further action.

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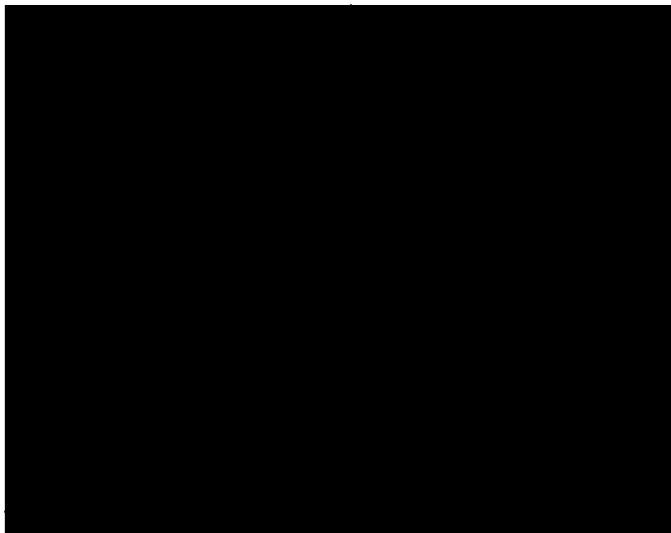
Assistant Management Officer

Organization & Methods Examiner

ANNEX

- A -- Instructions for Transmission and Inventory of Top Secret Documents

CONCURRENCES:



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*9.12.1. 5/28/53
M. S. B. 1450*

1 Jun 53

Date

1 May 1953

Date

1 May 1953

Date

ACTION BY APPROVING AUTHORITY:

Date

Signature _____